

**DEPARTMENT PARKS & RECREATION- SUMMER JOB OPENINGS**

*Note: More information can be found at [www.summer.dpr.dc.gov](http://www.summer.dpr.dc.gov). No phone calls please.*

**Program:** Summer Meals Program

**Senior Food Monitor**

<b>Application Deadline</b>	<b>Start Date(s)</b>	<b>Wage</b>	<b>Hours Per Week</b>	<b>Must Be Available</b>
April 1, 2016 or until filled	May 2, 2016	\$15.00/hr.	40	Days, Evenings

**DEFINITION:**

The Summer Meals Program has served over 1 million meals to children and youth in the District of Columbia. These meals help children throughout the District to get the nutrition they need to learn, play, and grow throughout the summer months when they are out of school.

**EXAMPLE OF DUTIES:**

- Supervise, monitor, and communicate with office staff and employees
- Facilitate, develop trainings and materials for staff
- Prepare and submit written and/or verbal reports for Chief Program Manager
- Screen route sheets, input payroll and performance reports

**MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:**

- Must be 21 years of age or older
- Must possess a minimum of a High School Diploma or GED
- Must possess a valid driver's license and personal vehicle
- Must possess a valid Food Handler's License
- CPR & First Aide Certificate preferred
- Proficient in Microsoft Office and administrative duties (i.e. Typing, data entry, filing)
- Excellent customer service skills
- Ability to operate in a high volume work environment

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**Food Monitor**

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**EXAMPLE OF DUTIES:**

- Work with and communicate with office staff and employees on program concerns
- Assist in facilitating, developing trainings and materials for staff
- Prepare and submit written and/or verbal reports for supervisor
- Screen route sheets

**MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:**

- Must be 21 years of age or older
- Must possess a minimum of a High School Diploma or GED
- Must possess a valid driver's license and personal vehicle
- Must possess a valid Food Handler's License
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**Program:** Summer Meals Program

**Administrative Assistant**

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**EXAMPLE OF DUTIES:**

- Retrieve and send e-mails and generate reports using Microsoft Word and Excel
- Operate office equipment (i.e. Copier & fax machines)
- Complete administrative tasks as assigned
- Provide any and all office assistance required to successfully assist the Summer Meals Program

**MINIMUM QUALIFICATIONS/EDUCATIONS/EXPERIENCE:**

- Must be 21 years of age or older
- Must possess a minimum of a High School Diploma or GED
- Proficient in Microsoft Office and administrative duties (i.e. Typing, data entry, filing)
- Excellent customer service skills
- Ability to operate in a high volume work environment